



# Clean Energy Workforce Training Program

**Guidelines Effective: November 22, 2009**

## **Revision History:**

12/15/09 Summary: Clarified timeframe for disbursement of CEWTP funds, added examples of curriculum, and modified employer eligibility information.

09/25/09 Summary: Curriculum preference information added, and Guidelines reformatted.

09/22/09 Summary: Panel approved program guidelines presented in memorandum from Brian McMahon.

Following are guidelines for a new Clean Energy Workforce Training Program (CEWTP) to be administered by ETP using a source of funds other than the Employment Training Tax. These funds will be disbursed through performance-based contracts with the term date ending on January 31, 2012.

These guidelines are updated with more detailed information than had originally been published on this website on September 25, 2009.

## **Background**

ETP and the California Energy Commission (Energy Commission) have entered a partnership to promote skills development and career advancement in the state's emerging green economy. By the terms of this partnership, ETP will administer CEWTP using the existing "core program" infrastructure to the extent possible.

For this purpose, ETP will receive an additional \$5 million in federal funds under the American Recovery and Reinvestment Act (ARRA) federal funds. From this appropriation, ETP will retain \$500,000 for administrative costs. There will be no expenditure of Employment Training Tax funds for the new program.

The expenditure of ARRA funds is authorized under the state Budget Act for FY2009/10. A new provision in ETP's enabling law conveys authority to disburse funds from a source other than the Employment Training Tax, and exempts the Panel from rulemaking in setting program guidelines. (UI Code Section 10214.6.)

For ease of administration, these guidelines reference the core program infrastructure and performance standards. The differences in performance standards are, for the most part, consistent with the approach used for developing Critical Proposals under the core program. Some differences are based on the objectives of ARRA, and the green training goals of the Energy Commission.

## **Project Targeting**

Training projects should target placement for unemployed workers, or upgrading the skills of incumbent workers, in the following areas:

1. Jobs that reduce energy or water use in the building trades (e.g., retrofitting, green plumbing, efficient lighting manufacturing)

2. Jobs that produce or transmit renewable energy (e.g., solar panel manufacturing, smart grid installation)

The focus will be on jobs in the service sector to include designing, installing, retrofitting, operating and maintaining green technology systems. Training for jobs in the manufacturing sector will also be funded, but green technology must be the company's primary and ongoing product line. All jobs must be for workers with payroll reported in California.

### **Curriculum Preferences**

Training that is linked with ARRA-funded projects to foster energy efficiency, water efficiency and renewable energy will be preferred. For more information on the types of training that will be eligible for funding under CEWTP, see the "**Curriculum Preferences Table**" on page 5. [Note: These preferences are not all-inclusive, but are shown by way of example only.]

### ***Retraining***

When applicable, retraining projects should use an industry-certified curriculum. Training that leads directly to a certificate of competency will be preferred. Examples of certification entities follow:

- California Building Performance Contractors Association (CBPCA);
- Building Performance Institute (BPI);
- California Certified Energy Rating & Testing Services (CalCERTS);
- California Home Energy Efficiency Rating Systems (CHEERS);
- Building Commissioning Association;
- Association of Energy Engineers;
- Green Plumbers USA;
- North American Board of Certified Energy Practitioners (NABCEP); and,
- North American Technician Excellence (NATE);
- American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
- Leadership in Energy & Environmental Design (LEED)

### ***New Hire Training***

For new hire training, CEWTP will outreach to special populations among the unemployed. When applicable, these projects should:

- Assist those most affected by recession (e.g., regions of high unemployment)
- Provide training for workers in need (e.g., low-income, displaced and under-skilled adults, and disconnected youth)

Training for these special populations will be developed by ETP consistent with existing pilots and other efforts in the "core program" to reach veterans, ex-offenders/at-risk youth, persons with multiple barriers to employment, and persons with poor literacy skills.

## **Performance Standards**

**Approved Amount:** It is preferred that projects are funded at no less than \$75,000, to make the most effective use of staff time in administering this new program. Green training proposals at less than this amount may be referred to a Multiple Employer Contract (MEC). No single project will be funded at more than \$1,000,000. It is expected that most projects will fall within the same range as the core program at \$500,000 for Single Employers and \$750,000 for MECs.

**Post-Retention Wages:** Trainees will be subject to the standard ETP Minimum Wage for Retraining and New Hire training, county-by-county with High Unemployment Area modification.

**Panel Review:** Proposals will be presented to the Panel using a slightly modified ETP130 format. Panel approval will be required for all projects.

**ETP Agreement:** Contracts will follow the ETP100 model with revised performance standards as applicable. Contracts will include additional provisions for federal reporting and accountability, as required by ARRA.

**Turnover Rate:** Employers will be required to provide turnover rate information for data-gathering. Employers with greater than 20% turnover in the preceding year will be required to provide a justification, consistent with the core program. However, given the recession and attendant volatility in the current workplace, and overall goals of federal funding, a turnover penalty will not be assessed. This approach is consistent with turnover rate modifications for Critical Proposals under the core program.

**Training Hours Cap:** Cost-per-trainee will be contained by a cap on hours, consistent with the core program. Greater flexibility will be used in setting the cap for a hard-to-serve population. However, hours over 300 will be subject to greater scrutiny, for both Retraining and New Hire training.

**Placement/Retention:** There will be new patterns for placement and retention, commensurate with the emphasis on green workforce development in the building trades. For New Hire training, there will be an option of placement and retention using a portfolio model. For both Retraining and New Hire (new skills) training at the pre-apprentice or journey level, there will be an option for retention at 200 hours within a period of 365 days (as compared to building trades in the core program where there is an option for retention at 500 hours within 272 days). These options will be made available for good cause shown on a case-by-case basis.

Under the New Hire Portfolio model, the contractor will earn 70% of cost-per-trainee upon completion of training. These earnings will not be subject to reimbursement should placement fail, although the contractor may be required to provide evidence of training value (e.g., an industry-recognized certificate of completion or competency). After placement and completion of the appropriate retention period, the contractor will earn the final 30% of cost-per-trainee. This model is consistent with placement and retention requirements for dislocated worker training funded under the federal Workforce Investment Act.

**Eligible Employer:** Employers whose companies are not green in their primary core or business will not be considered as candidates for these funds, for retraining projects. [Note: This requirement will be adapted for participating employers in a MEC contract, for new hire training.] No exclusion for non-profit employers and no requirement for out-of-state competition (as compared to the core program where funding is tied to collection of the Employment Training Tax). Public and private schools, and training agencies, must satisfy certification standards in accordance with the core program. Additional reporting and recordkeeping requirements may apply for ARRA purposes.

**Eligible Trainee:** No history of employment or Unemployment Insurance eligibility required. Payroll must be reported in California for all trainees.

**Eligibility for Placement:** New Hire trainees could be placed with any employer, regardless of whether they are subject to the Unemployment Insurance Tax.

**Productive Lab (On- the-Job):** Employers will be required to justify the need for productive lab training, whether simulated or on-the-job. There will be no limitation on productive lab hours, consistent with turnover rate modifications for Critical Proposals under the core program. Reimbursement will match current class/lab levels.

**Employer Contributions:** An In-Kind Contribution will be required, consistent with the core program. There will not be a Substantial Contribution, in recognition that this is a new funding source from prior projects. Also, the modification of a Substantial Contribution requirement is consistent with Critical Proposals under the core program.

**Other Areas:** The Clean Energy Workforce Training Program will follow core program procedures and standards in other areas, as in the examples below:

- Marketing
- Eligibility determination
- Reimbursement rate table
- Support costs for MECs
- Variable reimbursement methodology
- Minimum and maximum range of training hours
- Cap on literacy and safety training as % of total hours
- Trainer-to-trainee ratios
- Proposal development and monitoring
- Progress payments invoiced through Online Tracking System

### **Ineligible Training**

Projects that have only an indirect or ancillary involvement in the activities described in these guidelines are not eligible for funding. Examples are training that improves the efficiency or reduces the environmental impact of a manufacturing process; or, training for a one-time installation of efficient lighting in a building. Projects that are not focused on the reduction of energy or water usage or the development of renewable energy are likewise ineligible.

Training programs that fail to meet the goals of the CEWTP and are determined to be substandard jeopardize continued funding.

**CEWTP Curriculum Preferences\***  
**Table**

First level preference	Secondary preference
<p>Building Energy Efficiency Standards (Title 24) compliance training and enforcement training for contractors.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>Contractors training for quality installation of insulation</li> <li>Contractors training for appropriately sized, high efficiency HVAC system design, installation and retrofits, maintenance, and commissioning in accordance with standards of the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).</li> <li>Inspections and permit enforcement for HVAC system installations and retrofits</li> <li>Roofing contractors training for Cool Roof installations, replacements or alterations</li> <li>Building Officials or consultants enforcement of the Energy Standards for plan checking/review and field inspection.</li> <li>Principles of energy and resource efficient and sustainable community design, infrastructure, and zoning for building and planning officials.</li> </ul>	<p>Green building (energy and water efficiency) product manufacturing</p>
<p>Green Building (energy, water and materials efficiency and indoor environmental quality, land use planning for community development) rating, construction or retrofit training for contractors.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>Home Energy Rating System (HERS) raters (3<sup>rd</sup> party verification) training</li> <li>Commercial acceptance, building commissioning and retro-commissioning training</li> <li>Leadership in Energy and Environmental Design Accredited Professional (LEED AP) training</li> <li>Certified Green Building Professional Training</li> <li>Land use planning for AB 32 and SB 375 compliant community development</li> </ul>	
<p>Renewable energy system installation, operations or maintenance.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>3<sup>rd</sup> party verification of photovoltaic installations</li> <li>Wind Technology installation training</li> <li>Solar heating and cooling system installation</li> <li>Inspection and permit enforcement for renewable energy systems (e.g., wind, photovoltaic, solar heating and cooling)</li> </ul>	<p>Renewable energy system manufacturing (e.g., wind turbine fabrication, photovoltaic system manufacture)</p>

First level preference	Secondary preference
<p>Electricity transmission, distribution, installation or maintenance, including smart grid applications.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Power systems operations, instrument controls and repair technicians</li> <li>• Installation or maintenance of transmission and distribution lines</li> <li>• Smart grid technology</li> </ul> <p>*These preferences are not all-inclusive, but are shown by way of example only.</p>	<p>Transmission and distribution system manufacturing</p>